

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, December 6, 2016, 6:00 p.m.**

Selectboard: Cliff Peterson, Rick Heh and Kurt Johnson

Town Staff: RaMonna Sheppard, Nate Sullivan, Brian Bigelow, Sherri Morin, Lori Frohock, Lisa Abair and Pam Shover

Public: Ruth Miller (MMCTV), Stacy Turkos, Peter Bennett, Tim Clark, David Armstrong and Bernie Peine

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair.

Adjustments to the agenda:

- Move warned Pleasant Valley Road Speed Limit and add another Executive Session under 1 VSA §313 (A) and (F) to discuss an easement to immediately prior to adjournment.
- Move consideration of all warned individual items, add Chair's memorandum regarding discussion with engineering firms and Zoning Administrator's memorandum regarding 264 Stevensville Road access to before CIP/Budget discussions.

6:03 p.m. Public Comment Period. No comments.

6:04 p.m. New Business

Energy Committee. Underhill Energy Committee Chair Peter Bennett discussed with the Selectboard current and anticipated future vacancies. Mr. Bennett provided an update on possible streetlight lamp replacement of current Sodium Vapor lamps with different varieties of LED. In addition the consensus of the Selectboard was that exploration of internet options was within the Committee's purview.

6:19 p.m. Old Business

Sidewalk Plowing Contract. Selectboard revisited the draft contract with Tim Clark/T. Clark Enterprises. Mr. Clark discussed his preference and rationale to contract by the season based on historical usage rather than per occurrence. Discussion ensued.

Chair moved to enter into a contract with T. Clark Enterprises to plow and sand Underhill's sidewalks from December 1, 2016 - March 31, 2017 for \$476 per month, that the November plowing events are to be invoiced at \$170 and that the Chair be authorized to sign the contract when prepared. Rick Heh seconded and the motion passed 3-0.

6:34 p.m. Executive Session

Chair moved to enter into Executive Session with Lister Lisa Abair under 1 VSA §313(a)(3) to discuss a personnel matter. Rick Heh seconded and the motion passed 3-0. 7:14 p.m. - On a motion by the Chair, seconded by Rick Heh and passing 3-0, the Selectboard exited Executive Session with no action being taken.

7:16 p.m. New Business (cont'd)

Professional Services. Chair updated the Selectboard on his efforts and distributed rate sheets of the two responding firms: Lamoureux & Dickinson and Hamlin Engineering. Consensus of Board is to have the Chair continue conversations and to have the firms evaluate the Mountain Road stream crossing identified in the CIP.

264 Stevensville Road (ST264) Access. Selectboard reviewed Zoning Administrator memorandum related to proposed modifications to a 2012 Access Permit. Consensus of Board is that an Administrative Amendment is appropriate as long as the 'Y' turnaround is maintained.

7:27 Second Passes FY2018 Town Budget and Capital Improvement Plan. To accommodate attendees, individuals will discuss with Board their items for either CIP or Budget in any order.

David Armstrong, CCTA (dba GMT) Planning Manager met with the Board for discussion on the \$14,000 municipal contribution for the Jeffersonville Commuter. Assessment is not a contractual obligation. GMT is in the midst of a study of all routes and will survey riders' residency prior to the December 20th meeting. Mr. Armstrong offered to have a member of the Board of Directors available at the next Selectboard meeting. Consensus of Board is to consider request as a Town Meeting article at an amount not to exceed \$14,000.

Bernie Peine, Chair of the Recreation Committee, presented a memorandum related to future projects, some of which qualify as capital projects. Consensus of Board is that the process should start with a Town Meeting survey. Results of survey would be reviewed for inclusion in future CIP.

Lori Frohock and Pam Shover met with the Board to discuss Underhill Listers' FY18 budgetary request. Discussion ensued and anticipated hours will be included in the Third Pass.

FY18 Budget and CIP discussed by Staff and Selectboard. CIP finalized. Staff to prepare documents for a January 3rd 5:30 Public Hearing at a Special Meeting of the Underhill Selectboard. FY18 Budget reviewed. Modifications will be compiled by Staff and prepared for the December 20, 2016 meeting.

11:04 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Cliff Peterson moved approval of minutes of the November 22, 2016 Regular Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.

11:06 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on December 20, 2016.

- Notice made of receipt of letter from David Arnold. Zoning Administrator will provide information about the allowed uses at his property.
- Notice made of receipt of Zoning Administrator's memorandum regarding the issuance of a Notice of Violation at the Warner Creek Subdivision.
- Notice made of receipt of Town Clerk memorandum regarding the Holiday party. Chair moved to approve usage of Town Credit card for annual staff party. Rick Heh seconded and the motion passed 3-0.


11:11 p.m. Executive Sessions

On a motion made and seconded and based on specific findings that premature disclosure would severely prejudice the Selectboard and Town, the Selectboard voted 3-0 to enter into Executive Sessions pursuant to 1 VSA §313(a)(1)(F) to receive advice of counsel regarding Pleasant Valley Road speed limits and under 1 VSA §313(a)(1)(A) and (F) regarding trail easement on Albertini Subdivision (PV109). At 11:40 p.m. on a motion made, seconded and passed 3-0, the Selectboard exited Executive Session. As a result of Executive Sessions, Kurt Johnson will contact the Road Foreman to appropriately sign the stretch of Pleasant Valley Road between Mountain Road and Harvey Road to reflect the 45 mph speed limit as established by the 1980 ordinance as amended. No other actions taken.

11:43 p.m. Adjournment: On a motion made by Cliff Peterson and seconded by Rick Heh the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

 12/20/2016
Clifford Peterson, Chair Date